



## **POSITION VACANCY**

### **WYOMING LEGISLATIVE SERVICE OFFICE**

#### **Position Title: Research Analyst**

**Position Overview:** The Wyoming Legislative Service Office (LSO), Research and Evaluation Division, is seeking a curious and motivated critical thinker interested in applying analytical skills to public policy issues as a research analyst.

The LSO Research and Evaluation Division conducts non-partisan research on a wide variety of public policies, programs, and State agencies for legislative committees and individual legislators. The Division also serves as the primary staff for the Management Audit Committee and conducts program evaluations of State agency programs to provide legislative oversight and accountability. Research analysts work on projects individually and as members of collaborative teams for committee staffing and program evaluations.

LSO offers an exciting, fast-paced work environment, which culminates in the annual legislative session. LSO staff have the opportunity to become subject-matter experts in specific public policy areas while continuously learning from highly skilled professionals and other stakeholders in the legislative process.

#### **Essential Functions:**

- Conduct independent research and analysis of public policy issues as requested by legislators and committees.
- Prepare objective, concise, and clearly written research memoranda and reports.
- Staff joint interim committees for the primary purpose of assisting with research of issues and topics assigned for committee interim study. Duties include in-state travel to and attendance of joint interim committee meetings, presentation of research requested by the committee, assistance with meeting setup, livestreaming, and tear down, and preparation or review of committee meeting minutes.
- Staff standing committees during the legislative session. Duties include providing support with live-streamed meetings and the recording of committee votes and amendments.
- Develop subject-matter expertise to study issues, conduct research, and author briefs and reports.
- Research and evaluate State agency operations and programs to determine whether agencies are operating effectively, efficiently, and in accordance with legislative intent. This includes development of original methodologies to answer the stated project objectives.

**Minimum Qualifications:**

- Graduate degree or bachelor's degree with outstanding academic credentials in applicable fields, including social sciences, public policy, public health, applied economics, law, public administration, or related fields.
- Interest in the legislative process and a curiosity to learn.
- Strong research skills, including the ability to conduct basic research to develop comprehensive knowledge on a topic and original data-driven research.
- Strong writing skills, including the ability to analyze complex information and summarize the information correctly, clearly, and concisely.
- Ability to effectively work alone and on a team.
- Ability to conduct objective, nonpartisan research on potentially controversial topics.
- Ability to act professionally and perform at a high level in a fast-paced, high-pressure environment.

**Preferred Qualifications:**

- Graduate degree with coursework in applied research methods.
- 3+ years' work experience in public policy or legislative or governmental research.
- Understanding of legislative process – in particular, the rules of the Wyoming Legislature.
- Skilled in writing reports on public policy topics.
- Skilled in qualitative and quantitative research methods.
- Skilled in using open-source statistical software.

**Position Details:**

- The salary range for the position is \$68,000 – \$89,000. The position classification and commensurate starting salary will be determined by the LSO Director based upon a successful applicant's qualifications and experience.
- Travel required, as necessitated by committee staffing schedule.
- All employment with the Wyoming Legislature is at-will.
- Employees of the LSO receive many of the same benefits as executive branch employees of the State of Wyoming, including vacation and sick leave accrual and participation in the Wyoming Retirement System. For specifics, please see <https://ai.wyo.gov/divisions/human-resources/benefits>.

**Application:** Electronically send a cover letter, resume, writing sample, and references, to Lily Sharpe, Research and Evaluation Administrator, at [lily.sharpe@wyoleg.gov](mailto:lily.sharpe@wyoleg.gov).

**Application Deadline:** Open until filled.